

## Lesson #49

### Writing a Report: Using your Own Words

In order to write a research report, you will look at large amounts of information and then summarize your findings. When you **summarize** or **paraphrase**, you use your own words. A summary includes the main ideas and some supporting details, not all the extra information.

Let's practice. Go to your Help Pages and locate the story, "Incredible Collectibles." Use your chunking technique; cover up all but the first paragraph. Read that chunk. Then, choose the sentence that best summarizes the main idea of that first paragraph.

- A) Garage sales, flea markets, and websites are some of the venues that collectors visit to buy, sell, and trade their collections.
- B) People love to collect and trade items, big and little, unusual or everyday items; it doesn't matter.

Sentence A is not the best summary of the first paragraph for two reasons. First, it is not a summary but rather a plagiarized statement, copied right from the selection. Also, sentence A does not include the main idea but only one detail about people buying and selling collections. Sentence B, on the other hand, is a concise summary of the first paragraph. It is paraphrased and includes only the key points.

When writing a research report, you may need to summarize several sources of information. Look at the following steps for assistance.

#### Summarizing Steps

- Step 1: Read all of the information you gathered about your topic. Highlight or jot down some key points on paper or index cards as you are reading. Be sure to write the title and the author's name at the top of your notes so you can keep your sources straight.
- Step 2: Begin your report by using your own words to explain the main points that you recall without looking at your notes. Each of those main points should relate to your topic. Those same main points can be used as your topic sentences.
- Step 3: Next, go back to your resources and pull out supporting details for each of the main ideas. Be sure to paraphrase, using your own words.

1. In the first paragraph, what does *paraphrase* mean?  
A) pair of phrases                      C) two sentences  
B) use your own words                D) an encyclopedia
  
2. To summarize, narrow your research findings down to only \_\_\_\_\_.  
                    fun stuff            topics            key points            conclusions
  
3. If you wanted to locate the Atacama Desert, where would you look?  
                    a dictionary            an almanac            a thesaurus            an atlas
  
4. You need to start with a \_\_\_\_\_ to locate information in an almanac.  
                    dictionary            key word            thesaurus            map
  
5. When you narrow your findings down to only main ideas and a few supporting details, you are \_\_\_\_\_.  
                    chunking            summarizing            rhyming
  
6. If you copy someone's work it is called \_\_\_\_\_.  
                    plagiarism            summarizing            paraphrasing            chunking
  
7. Which of these resources could help when writing a report?  
\_\_\_\_\_ dictionary            \_\_\_\_\_ thesaurus            \_\_\_\_\_ almanac  
\_\_\_\_\_ Internet            \_\_\_\_\_ encyclopedia            \_\_\_\_\_ atlas
  
8. Put these words in alphabetical order by numbering from 1 to 6.  
\_\_\_\_\_ antagonize            \_\_\_\_\_ absolute            \_\_\_\_\_ amazement  
\_\_\_\_\_ abdicate            \_\_\_\_\_ antisocial            \_\_\_\_\_ azalea